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TO : Chief, Administrative Staff, OL

DATE: 4 February 1963

FROM : Chief, Personnel and Training Branch, OL

SUBJECT: January Activity Report

1. PROJECTS AND STUDIES IN PROCESS

a. Rotation of SL Designees. During January, the transfers of five OL employees to support positions outside OL were effective; [REDACTED] two SL Designees were returned to the OL Staffing Complement from operating components.

b. Staffing Complement Changes and Classification Studies Regarding SL Positions.

(1) Classification Survey of Printing Services Division. The classification survey of PSD is continuing. The majority of the positions in the Division have been audited by S&WD/OP and are in the process of being written and reviewed prior to final grade allocations.

(2) Upgrading of Telephone Operator Positions. A Form 261 dated 2 January 1963 has been received approving the upgrading of the telephone operators from GS-4 to GS-5 and the Chief and Assistant Chief Operator positions from GS-8, GS-7 and GS-5 to GS-9, GS-8, and GS-6, respectively.

(3) Reclassification of SL Position at [REDACTED] An approved S/C Change Authorization reclassifying a GS-7 Supply Assistant position to GS-9 Procurement Assistant was received [REDACTED] 8 January 1963.

(4) Deletion of SL Positions in FE/Foreign Field. The Assistant SSA (Personnel) advised in a memorandum to the Head, Logistics Career Service, dated 8 January 1963, that the DD/P has directed the Chief, FE Division, to effect a reduction in the authorized strength of his Division. Included in the positions proposed for deletion are three SL positions, i.e., one GS-12 [REDACTED]

positions (GS-11 and GS-9) in [REDACTED]

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(3) Other Categories

- ✓ (a) Three Bindery Operatives entered on duty; and one Journeyman Compositor and two Bindery Operatives were placed in process during the month for the Printing Services Division. PSD lost the services of one Journeyman Letter Pressman and one Journeyman Offset Press Operator by transfers to TSD to fill overseas assignments. Also, one Bindery Operative resigned to accept an illustrating position in private industry. One pending applicant declined <sup>in order</sup> to accept another position.
- ✓ (b) Three Laborers and two Chauffeurs entered on duty in the Logistics Services Division. One applicant for Laborer position was placed in process.
- ✓ (c) One Telephone Operator reported for duty during the month. One operator who had been on LWOP to adopt a child, resigned to remain at home to care for her family.
- ✓ (d) One W-10 General Mechanic entered on duty in the Conveyor Section, LSD; and interviews are being arranged with two additional applicants who appear to possess desired qualifications for this activity.
- ✓ (e) [REDACTED] had in [REDACTED] when [REDACTED] Also, one applicant in process as a GS-5 Storekeeper (General) was cancelled when he failed to reply to correspondence sent him by the Office of Personnel. 25X1A
- ✓ (f) Three Clerk Typists were assigned to OL from IAS during January. We lost the services of one Clerk Typist to maternity leave.
- ✓ (g) Three Couriers reported for duty in the Mail and Courier Branch. We also lost the services of three Couriers, one by reassignment to FE, one to OP/CPB, and one by [REDACTED] One Courier was also reassigned to a clerical position in the Records and Services Branch, Administrative Staff, OL. 25X1A

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*for* Nomination of Individuals to Assist OL Employees in Connection with Filing Income Tax Returns. The names of three OL employees were given to the Office of Personnel as representatives to assist and answer questions arising in connection with filing of income tax returns by OL employees. These three individuals are scheduled to attend a one-day course to be given by the Office of Personnel on Tuesday, 5 February 1963. The three individuals nominated for OL are the following:

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Quarters Eye  
Headquarters Building

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- d. Logistics Trainees. Two additional trainees ( [redacted] and [redacted] ) entered on duty during the month of January. [redacted] completed the 3 week Intelligence Orientation Course (IOC) on 1 February and will receive on-the-job training with Supply Division for 5 weeks beginning 4 February 1963. [redacted] will also spend five weeks with Supply Division, but that period will be interrupted to enable him to take the IOC beginning 18 February 1963. The other trainees and their February schedules are as follows:

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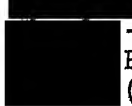
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Operations Support Course (Phase 2) and  
Budget and Finance Course

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- (Same as [redacted])  
- Transportation Division and Supply Division  
Planning Staff and Area Division (EE)  
(Same as [redacted])

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- e. Internal Training. During the month of January the following Logistics employees participated in OTR conducted courses:

Intelligence Orientation Course

Phase I 1 week

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- Procurement  
- Procurement  
- Procurement  
- Planning Staff  
- [redacted]

Intelligence Orientation Course

Phase II 2 weeks

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- Trainee

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